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OFFICE OF TRAINING REGULATION NO. 20-7

27 June 1956

- c. School and Staff Chiefs and any other senior officials designated by the Director of Training shall submit their own career plans directly to the Head of the Office of Training Career Service. These plans are the only career plans which are not subject to Board action but will conform in all other ways to the procedures established in this Regulation.

5. RESPONSIBILITIES AND PROCEDURES (GENERAL)

a. Preparation

- (1) Following receipt of the prescribed form from the OTR Personnel Office each individual is responsible for preparing and submitting to his supervisor his Career Preference Outline. The plan will cover a five year period and will be prepared in detail for two years from time of submission, and in general terms for an additional three year period. Each plan will contain:
 - (a) A statement by the individual of his career interests, wherein he expresses his desires for training, rotation, reassignment or retention in his present assignment.
 - (b) Statements by each supervisor in the chain of command which recommend approval, modification or alteration of the plan as well as the timing of any action involved.
- (2) If a supervisor is not in a position to answer an individual's questions concerning career development, the OTR/OVO will arrange for discussions between the individual and other persons either within OTR or other career services, who are qualified to provide guidance.
- (3) School and Staff Chiefs will be required to submit to the Board, through the OTR Career Management Officer, an annual summary of the plans of all persons under their jurisdictions according to the following schedule:

Language and Area School - January
 Plans and Policy Staff - February
 Assessment and Evaluation Staff - March
 Support Staff (Headquarters) - April, May
 Support Staff [] - June
 JOT Program - June
 School of International Communism - July
 Intelligence School - August, September
 Operations School - October, November

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- (4) The Career Preference Outline will be prepared in triplicate. When the action of the Career Service Board is complete, the original of the Form will be forwarded to the Director of Personnel for inclusion in subject's Personnel Folder, one copy will be retained by the School or Staff Chief and the remaining copy will be retained by the Personnel Section, OTR.

b. Implementation

- (1) It is the responsibility of each School and Staff Chief to review periodically and to implement to the extent feasible the approved career plans of the individuals within his School or Staff.
- (2) The Career Management Officer will keep informed as to the progress of implementation through discussions with School and Staff Chiefs.

6. RESPONSIBILITIES AND PROCEDURES (SPECIFIC)

In addition to procedures outlined under Paragraph 5 above, the following responsibilities and procedures will apply for handling career plans of personnel carrying ST Service Designations who are in the following situations:

a. Assigned to other Agency components.

OTR/CMO will inform and advise such individuals of OTR/CSB policies relative to submission of individual career plans. Upon receipt of such plans, the DDRI will act as their representative and present such plans to the OTR/CSB for approval. Results of Board actions will be transmitted to these individuals by the OTR/CMO. While such individuals are away from OTR, the anniversary dates of their initial career plans review by the OTR/CSB shall be the due date for subsequent annual resubmittal.

b. Detailled from an OTR component to other OTR or Agency components for purposes of training, career development or because of specific knowledge or abilities.

It shall be the responsibility of the supervisor on whose Table of Organization such individuals actually appear to review and process their individual career development plans.

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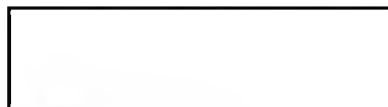
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- c. Assigned for regular duty to one OTR component but actually carried upon the T/O of another OTR component because of temporary administrative obstacles.

It shall be the responsibility of the supervisor under whose jurisdiction such individuals are performing regular duty, to review and process their career development plans in accordance with the policies and procedures outlined in this Regulation.



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MATTHEW HARRIS

Director of Training

Distribution:

All OTR Personnel

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